



DSD Business Systems

Sage 100 Enhancements

Q051

Employee/Department Allocation

PR-1051

Version 6.00



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Employee/Department Allocation User's Manual
Version 2.17

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

Q051 Employee/Department Allocation:

<http://www.dsdinc.com/enhancement/employeeedepartment-allocation-2>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.*

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Employee/Department Allocation Features

This DSD Extended Solution to the standard Sage 100 Payroll module adds the ability to allocate an employee's earnings over different departments. The allocation may be by employee, department or both. When calculating taxes, the employee's posted department will be scanned for allocations to other departments then allocated as required. Allocations by employee occur before allocations by department. A new Payroll Distribution Report has been added to the Payroll Reports menu. Additional functionality exists if Extended Solution PR-1019, *Location Processing* is also enabled and the PR-1019 option to 'Process Location by Line' is checked.

Section B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
P/R	Y	2.17

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: *You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.*

- Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

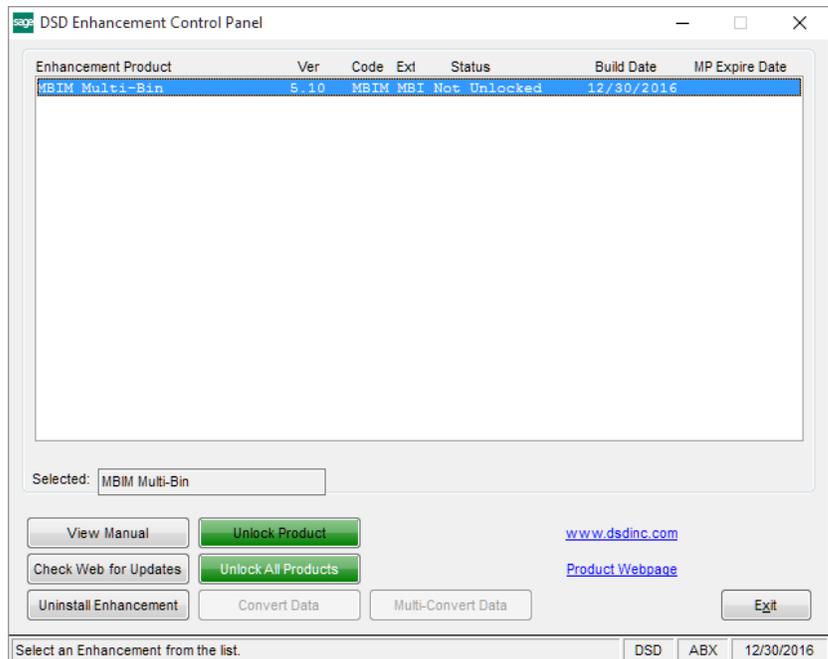
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

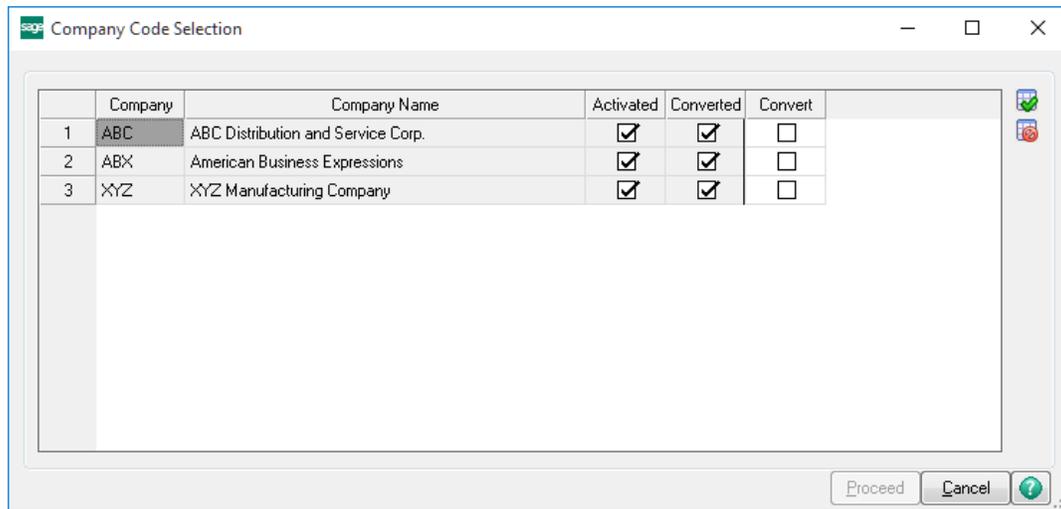
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



Help: The Help button, located at the bottom right of the window, opens an HTML help file.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

PR-1051 Setup Options

Employee/Department Allocation

Enable DSD Extended Solution: Level 2.18

Regular Earnings Code	000001	Regular
Overtime Earnings Code	000002	Overtime
Deduction Code for 125 Plan	000005	Savings
Deduction Code for Addl Column	000006	401k Plan
Addl Column Title of Payroll Dist Report	Additional	

Accept Cancel

Check this box to enable Employee/Department Allocation DSD ABC 1/16/2018

Answer the following prompts:

Regular Earnings Code: Enter the Regular Earnings Code you wish to use in the Payroll Distribution Report.

Overtime Earnings Code: Enter the Overtime Earnings Code you wish to use in the Payroll Distribution Report.

Deduction Code for 125 Plan: Enter the Deduction Code for 125 Plan you wish to use in the Payroll Distribution Report.

Deduction Code for Addl Column: Enter an additional Deduction Code you wish to print on the Payroll Distribution Report.

Addl Column Title of Payroll Distribution Report: If you have defined the Deduction Code for the additional column, then you will need to define up to 10 characters for the title of the column on the report.

Role Maintenance

The following Task has been added to Payroll, Report Menu

- Payroll Distribution Report Setup

Payroll Distribution Report Setup will be added to the Report Menu as a Setup Option task. Please review your security setup in Role Maintenance and make appropriate changes.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Section D: System Operations

Employee Allocation Maintenance

Click the 'Allocation' button on the Payroll – Employee Maintenance screen to access the Employee Allocation Table.

The screenshot shows the 'Employee Maintenance (ABC) 1/16/2018' window with the 'Employee Allocation Maintenance' dialog box open. The main window displays the following information:

- Employee No.: 11-0000100
- Last Name: THOMAS
- First Name: JERRY A.
- Middle Name: [Empty]
- Suffix: [Empty]
- Mailing Address: 4121 W. 35th Street, Apartment 201, ZIP Code: 53151, City: MILWAUKEE, Country: [Empty], Telephone: (414) 884-5621, E-mail: [Empty]
- Social Security No.: 986-53-1239
- Birth Date: 12/25/1986
- Job Title: [Empty]
- Full / Part Time: Full
- Seasonal Employee:
- Statutory Employee:
- Employee Status: Active

The 'Employee Allocation Maintenance' dialog box shows the following table:

	Department No.	Department Desc	Allocation %
1	12	EAST SERVICEMEN	20.000 %
2			.000 %

The dialog box also includes an 'Allocation' button in the bottom left and 'Accept' and 'Cancel' buttons in the bottom right.

You will not be allowed to leave this screen if the employee's total allocations do not equal 100%.

No allocation will occur if the department entered in Payroll data entry does not match the Employee Home Department.

Employee Listing Report

Employee allocations are printed (following earnings data) as part of the Employee Listing Report if the Allocations Department option is selected.

Employee Listing (ABC) 1/16/2018

Report Setting: STANDARD Save

Description: Employee Listing

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sort Report By: Employee Number

Options:

- Employee Status to Print: All Employees
- Report Type to Print: Employee Information

Additional Information to Print:

- Employee Constant Data:
- Employee Earnings:
- Employee Memos:
- Direct Deposit Information:
- Employee Deductions:
- Employee Time Off:
- Tax Summary:
- Allocation Departments:

Selections:

Select Field	Operand	Value
Employee Number	All	
Employee Last Name	All	
Sort Field	All	

Microsoft Print to PDF Keep Window Open After Print Preview Print Preview Setup

Employee Listing
Sorted by Employee Number
All Employee Statuses

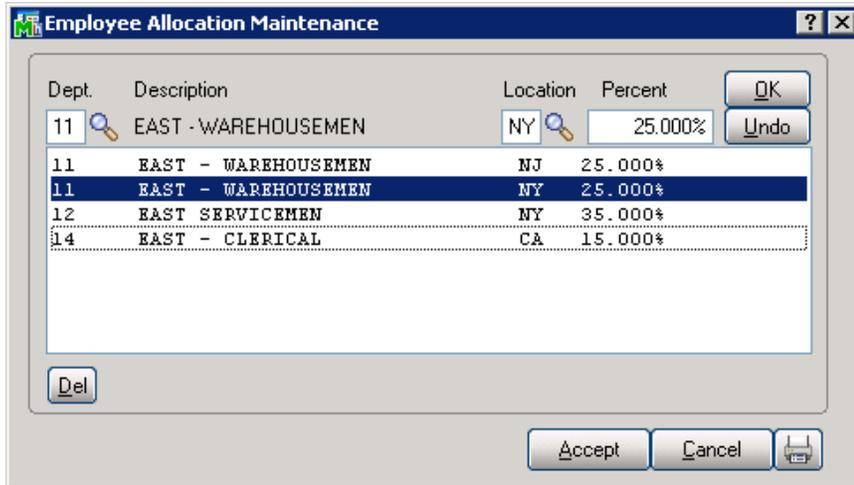
ABC Distribution and Service Corp. (ABC)

Employee Number: 11-0000100 THOMAS, JERRY A.
Default Tax Profile: Z WI Works and Lives in Wisconsin
Residence Tax Location: WI Wisconsin
Work Tax Location: WI Wisconsin

Tax Group	Description	Tax Exempt Status	Filing Status	Workers' Comp Code	Exemptions		Tax Calc Override		
					Personal	Dependent	Code	Amount	Percentage
FEDERAL	Federal	No	M		0	3	N	0.00	0.00%
	W2 Electronic Consent Signed: No	1095 Electronic Consent Signed: No							
CA	California	No	M	WORKCOM	0	3	N	0.00	0.00%
WI	Wisconsin	No	M		0	3	N	0.00	0.00%
Allocation Department		Percentage							
11	EAST - WAREHOUSEMEN	80.00 %							
12	EAST SERVICEMEN	20.00 %							

PR-1019

If you have Extended Solution PR-1019, *Location Processing* installed, you will be prompted for a Location Code with each entry.



You can setup multiple Department / Location combinations for an employee. Both the Department and the Location must both be defined for an entry to be valid.

The Employee Listing will reflect the Location in the allocations section.

EARNINGS		HOURS		EARNINGS	
CODE	DESCRIPTION	QTD	YTD	QTD	YTD
01	Regular	1646.50	1646.50	44489.68	44489.68
02	Overtime	160.00	160.00	6000.00	6000.00
F1		41.00	41.00	1025.00	1025.00
FB		4.00	4.00	100.00	100.00
G2	Pay Sick	10.00	10.00	251.23	251.23
GR	grs Union Ben	.00	.00	25.00	25.00

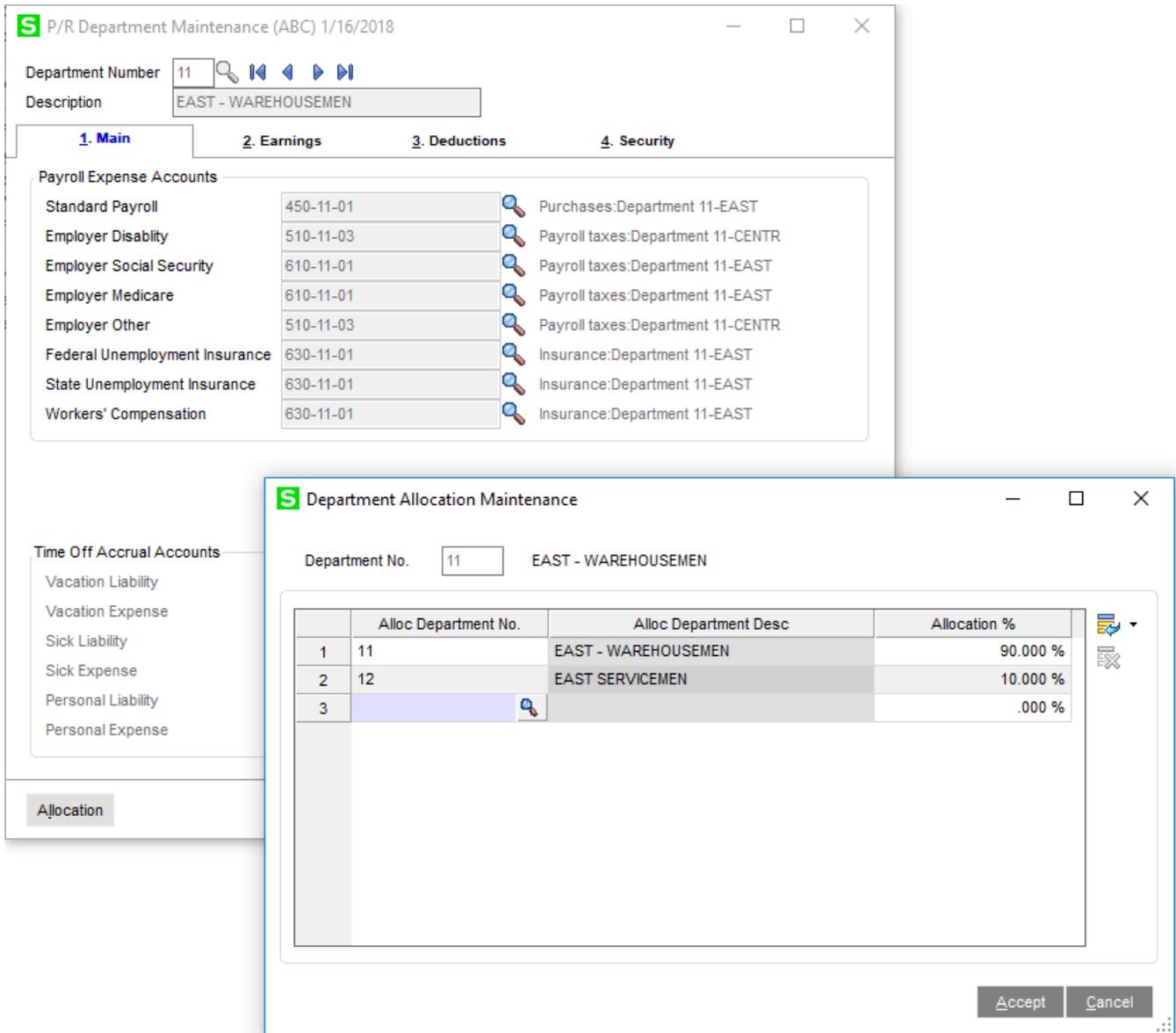
ALLOCATION		LOCATION	PERCENTAGE
DEPARTMENT			
11	EAST - WAREHOUSEMEN	CA	25.000%
11	EAST - WAREHOUSEMEN	NJ	25.000%
12	EAST SERVICEMEN	NY	35.000%

System Date: 08/28/2008 / 3:29 pm Page: 1
 Application Date: 08/28/2008 User: SDN / Susanne

Department Allocation Maintenance

This option is available only if PR-1019, Location Processing is not enabled.

The Department Allocation Table is accessed from the Department Maintenance screen. After selecting the department, you may access the Department Allocation Table by clicking the 'Allocation' button.



Just as in Employee Allocation, you can click the list button or enter the department number to bring up the department you want to maintain. You may then change the department percentage. Remember that you cannot exit this screen unless the total allocations equal 100%.



Department Listing

A listing of department allocations can be printed by using the Print option from the department maintenance screen.

Payroll Department Listing

ABC Distribution and Service Corp. (ABC)

Department Number/Description:	11 EAST - WAREHOUSEMEN		
Payroll Expense Accounts			
Standard Payroll:	450-11-01 Purchases:Department 11-EAST		
Employer Disability:	510-11-03 Payroll taxes:Department 11-CENTR		
Employer Social Security:	610-11-01 Payroll taxes:Department 11-EAST		
Employer Medicare:	610-11-01 Payroll taxes:Department 11-EAST		
Employer Other:	510-11-03 Payroll taxes:Department 11-CENTR		
Federal Unemployment Insurance:	630-11-01 Insurance:Department 11-EAST		
State Unemployment Insurance:	630-11-01 Insurance:Department 11-EAST		
Workers' Compensation:	630-11-01 Insurance:Department 11-EAST		
Time Off Accrual Accounts			
Vacation Liability:			
Vacation Expense:			
Sick Liability:			
Sick Expense:			
Personal Liability:			
Personal Expense:			
Earnings Codes:	000004	Holiday	
	608-01-01	Holiday pay - East	
	000007	Sick Pay	
	607-01-01	Sick pay - East	
	000009	Bonus	
	706-00-04	Bonus pay	
	000010	Vacation Pay	
	609-01-01	Vacation pay - East	
Alloc Dept / Percentage:	11	90.00 %	EAST - WAREHOUSEMEN
	12	10.00 %	EAST SERVICEMEN

Payroll Data Entry

Payroll data entry and auto-pay operations are performed normally.

Payroll Data Entry Audit Report

The Payroll Data Entry Audit Report must be printed in Detail to reflect the employee department allocations.

Allocation

Allocation follows the same logic for every employee, whether they have only an Employee Allocation, only a Department Allocation, or if they have both. The logic used is as follows:

- 1) By answering 'YES' to Calculate Taxes, the allocation process will begin. All allocations will be completed before tax calculation takes place.
- 2) The employee is checked for allocations. If there are any Employee Allocations, they are made. This process continues until all Employee Allocations are finished.
- 3) After all employee allocations are made, the department allocations are made. This process continues until all Department Allocations are finished.
- 4) Note that for both Employee and Department allocations, there may be multiple allocation processing cycles depending on the number of allocations and the number of Payroll data entry line items. Each cycle may cause rounding discrepancies. The discrepancy is allotted to the last line created by each allocation cycle. Since this Extended Solution corrects for rounding discrepancies by allocation cycle and not on a line-by-line basis, the Payroll Data Entry Audit report may, for some lines, print the standard Sage 100 message that the 'Rate Times Hours Does Not Equal Amount.'
- 5) Allocations have now been completed and standard Payroll tax calculation begins.

An allocation can only occur once for an employee, changing Employee or Department allocations will not change the records for allocations already completed.

Allocations with PR-1019

When Extended Solution PR-1019, *Location Processing* is also installed, the allocation of a check entry in PR Tax Calculation will be processed as follows:

All existing earnings line which references both the employee's Home Department and Home Location will explode according to that employee's allocation schedule. Existing earnings lines which do not match for both Home Department and Home Location will remain untouched.

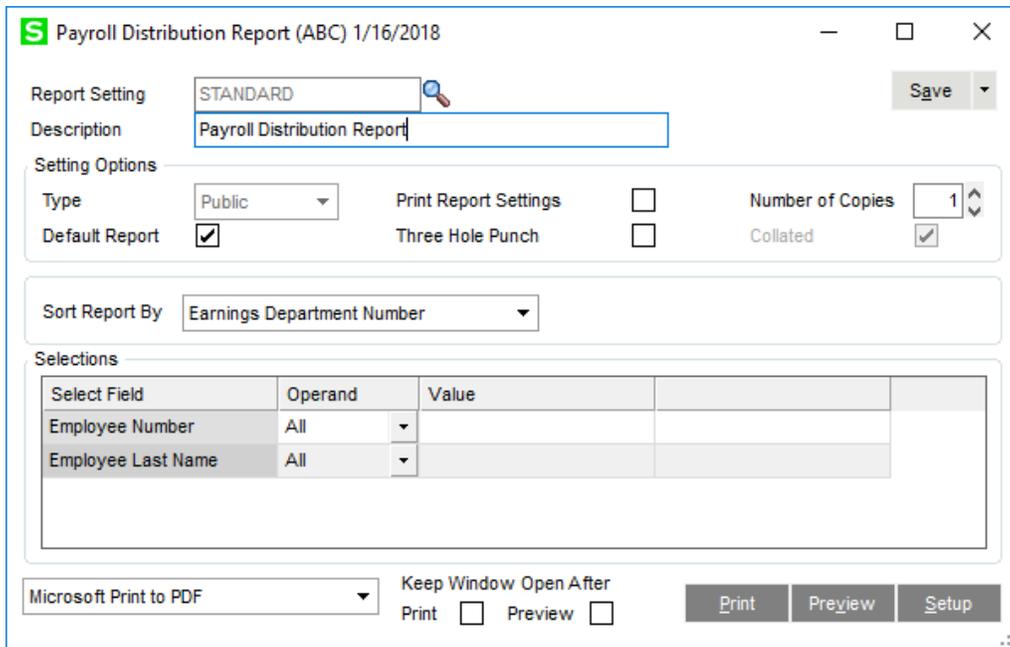
Period End Processing

Allocations from both files will be deleted whenever an Employee's files are deleted during Period End Processing.

Payroll Distribution Report

This report may be generated while Payroll Data Entry is in progress. Once the Check Register has been updated, the report’s data will no longer be available.

The report may be selected by a range of Employee Numbers, and may be sorted either by Earnings Department Number or by Employee Number. The Pay Period Ending Date will be printed in the report header.



The report will include the following data elements:

Data Element	Comment
Department Worked	Code and Description
Employee First Name	
Employee Last name	
Percent Applied	From the PR-1051 file, the percentage indicated for this employee/department
Regular Hours	Hours for the ‘Regular’ Earnings Code specified in Setup
Overtime Hours	Hours for the ‘Overtime’ Earnings Code specified in Setup
Other Hours	Hours for all other Earnings Codes
Regular Gross	Gross Pay Amount for the ‘Regular’ Earnings Code specified in Setup
Overtime Gross	Gross Pay Amount for the ‘Overtime’ Earnings Code specified in Setup
Other Gross	Gross Pay Amount for all other Earnings Codes
125 Plan	Total Deduction Amount for the Deduction Code specified in Setup, multiplied by the ‘Percent Applied’

Additional Deduction Total Deduction Amount for the Deduction Code specified in Setup, multiplied by the 'Percent Applied'

Other Deductions Total Deduction Amount for all other Deductions, multiplied by 'Percent Applied'

Percent Applied refers only to the Employee Department allocation file (PR_ED). Lines which reference the Department allocations (PR_CD) will print 'zero' for a percentage.

Since deduction lines do not reference a department, this information is calculated based on the percentage value held in PR-1051 files.

If you defined an Additional Deduction Code in Setup, it will be inserted between the '125 Plan' and 'Other Deduct' columns. 'Other Deduct' will be modified to exclude the values used for this second deduction.

Payroll Distribution Report
For Pay Period Ending Date 1/16/2018

ABC Distribution and Service Corp. (ABC)

Employee	Percent Applied	Regular Hours	Overtime Hours	Other Hours	Regular Gross	Overtime Gross	Other Gross	125 Plan	Additional	Other Deductions
Department Number:	11 EAST - WAREHOUSEMEN									
THOMAS, JERRY A.	80.000%	40.00	0.00	0.00	554.00	0.00	0.00	0.00	22.16	128.00
		40.00	0.00	0.00	554.00	0.00	0.00	0.00	22.16	128.00
Report Total:		40.00	0.00	0.00	554.00	0.00	0.00	0.00	22.16	128.00

Specific Purpose Rule applies to this report. The described feature was developed for a specific client to its specifications and may not conform to generally accepted Sage 100 standards and procedures.

Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<i>New File:</i>	<i>Field:</i>		
PR.EMPALLO	DEPARTMENT_NO	EMPLOYEE_NO	LOCATION CODE
	DEPARTMENT	DEPARTMENT_PER	
PR.DEPTALL	DEPARTMENT_NO	DEPT_ALLOCATION	
	ALLOCATION_PER		

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

ODBC Dictionary

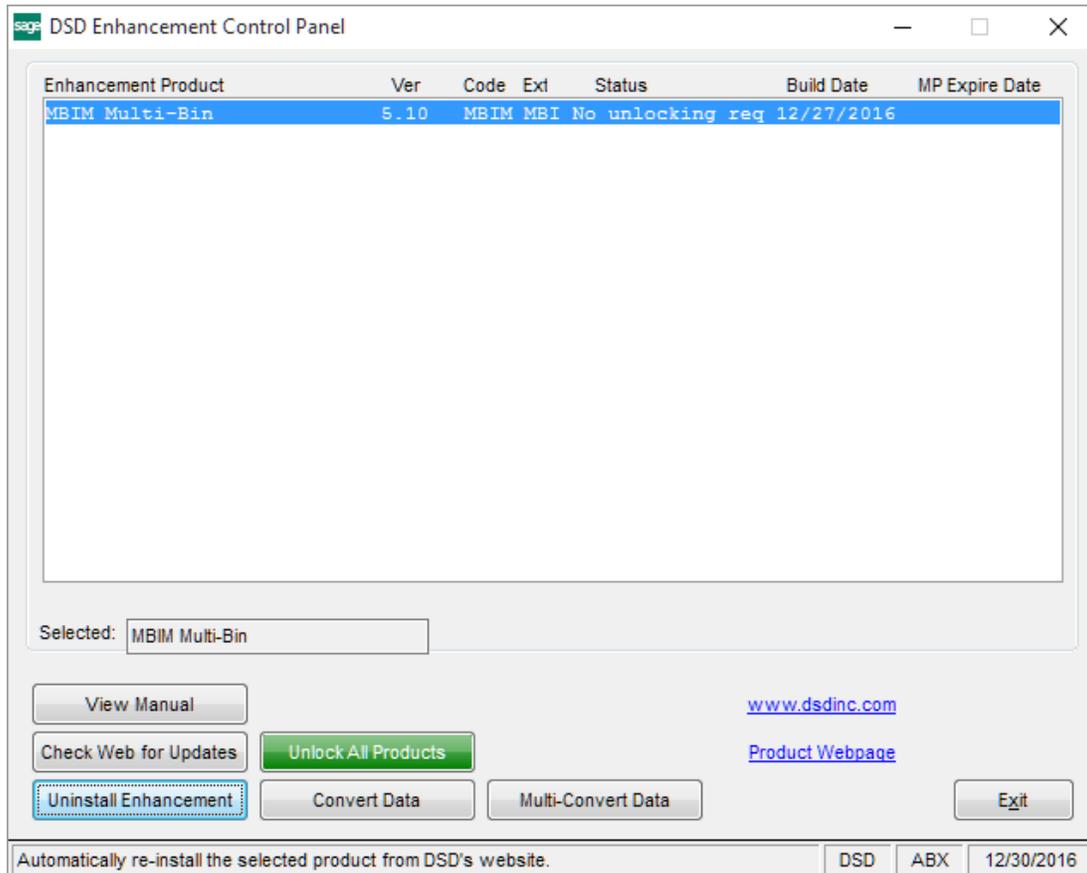
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Fields:</i>
PR_CD	Dept Allocation File	Department AllocationDept AllocationPercent
PR_ED	Emp Dept Allocation File	EmployeeDepartment EmployeeNumber Department LocationCode DeptPercent

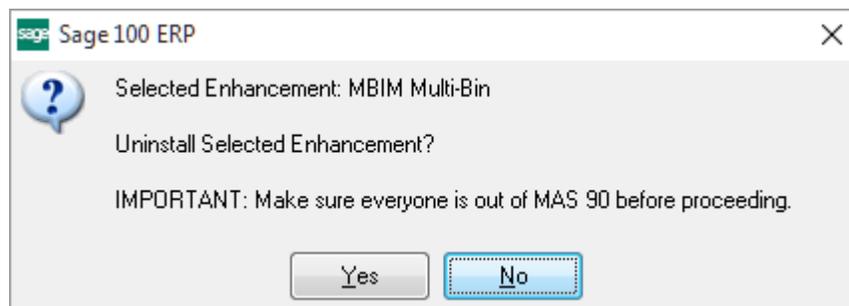
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

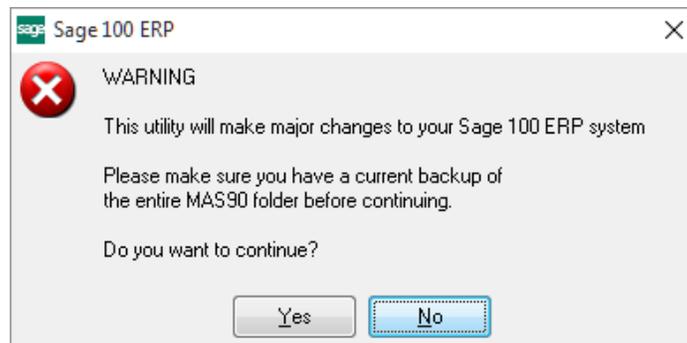


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
 Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



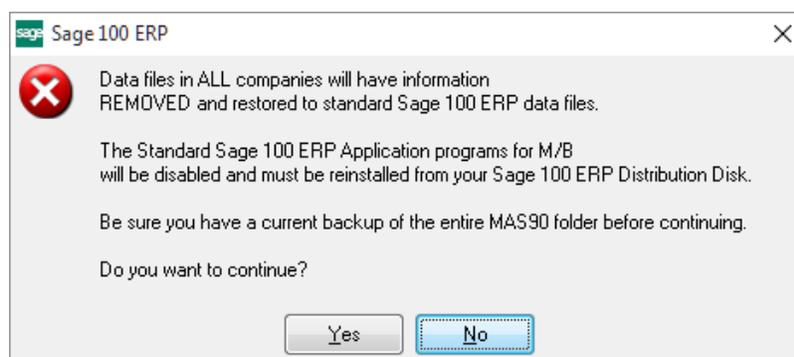
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).